

## EXECUTIVE SEARCH FOR POLICE CHIEF

**Contact Person:** Christine McDade, Human Resources Director  
**Contact Phone:** 941.429.7136  
**Contact Fax:** 941.429.7135  
**Contact Email:** cmcdade@cityofnorthport.com

August 15, 2017

REPLY NO LATER THAN: 4:00 p.m., AUGUST 25, 2017

ELECTRONIC RESPONSES ONLY and QUESTIONS shall be made to the above-listed contact person/e-mail.

**CITY GOAL:** Search process to commence by September 1, 2017. New Police Chief to start employment on February 1, 2018.

### **PURPOSE AND BACKGROUND:**

The City of North Port, Florida is requesting quote proposals to conduct an executive search to fill the vacant position of Police Chief.

North Port is in southeastern Sarasota County on Florida's Gulf Coast between Tampa and Fort Myers. With a population of approximately 64,472 people, North Port is the largest City in the county and the eighth largest City in Florida at 104 square miles – which is only 27% developed or 31% developed less the State Forest area. The City is home to more than 9 miles of the Myakkahatchee Creek and has an abundance of both natural walking trails and more than 800 miles of waterways, which contain Blueway Trails. The City is the only municipality in the State of Florida with an entire state forest within its boundaries – the 8,000 acre Myakka State Forest. North Port is also surrounded by natural lands, including the T. Mabry Carlton Reserve, the Walton Ranch, the Deer Prairie Creek Reserve, and more.

This is a young City, incorporated in 1959, with a residential median age of 40 and more than 10,000 school children. As of 2016, The City North Port has been designated a playful City for seven (7) consecutive years. It is governed by an elected five-member City Commission which appoints the City Manager to administer day-to-day operations of the City.

The Chief of Police directs and coordinates administration of the Police Department in accordance with policies determined by the City Manager and City Commission. The Police Chief also prepares and submits a recommended annual budget to the City Manager for review and approval. The City of North Port is looking for a Police Chief who has experience with Community Oriented Policing.

For fiscal year 2016-17, the City of North Port Police Department has 163 authorized positions and a budget of approximately \$15 million (personnel, operating and capital). The police officers are union employees along with public safety telecommunicators and currently have a bargaining agreement valid through September 30, 2018, between the Police Benevolent Association (PBA) and the City of North Port.

Further information about the City of North Port can be found on the City's website at [www.cityofnorthport.com](http://www.cityofnorthport.com).

### **INSURANCE REQUIREMENTS:**

The successful firm shall be required to supply, at their cost, the following minimum insurance coverage: City of North Port to be named as Certificate Holder.

- **Workers Compensation:** Proof of current Worker's Compensation coverage or Worker's Compensation Exemption (notarized affidavit)
- **Professional Liability Insurance:** a minimum \$1,000,000 per occurrence for this project with a \$1,000,000 policy term general aggregate.

**REQUIREMENT FOR SUBMITTAL:**

**QUESTIONS AND CLARIFICATIONS:** Request for additional information or clarification regarding this quote must be sent via email to [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com). No verbal requests will be honored.

**PROPOSAL RESTRICTIONS:** Submittals will be restricted to fifteen (15) one-sided pages (Resumes and City required forms excluded from the page requirement)

**SUBMITTAL PAGES:** All pages provided in this quote package designated "**SUBMITTAL**" are to be completed, signed, and provided with Quote Proposal. These documents do not count towards the page limit requirements set forth in paragraph above, Proposal Restrictions requirements.

**EVALUATION CRITERIA FOR AWARD:** Award of this quote shall be to one (1) firm, to the overall lowest, responsive, and responsible firm meeting or exceeding the requirements of the submittal above set forth herein and determined to be in the best interest of the City.

The City reserves the right to negotiate any and all terms, prices and conditions of the quote proposal. The quote proposals will be reviewed, evaluated and determined based on the format and content outlined in this solicitation.

The City reserves the right to reject the quote submittal of any quoter who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract.

**COST PROPOSAL**  
**SAMPLE COST PROPOSAL:**

THE FOLLOWING "SAMPLE COST PROPOSAL" IS OFFERED AS A GUIDE ONLY AND NOT A COMPETITIVE LIMITING DEVICE:  
*A complete price proposal to include a not-to-exceed amount inclusive of all fees and expenses (labor, equipment, materials travel, printing, etc).*

| COST PHASE  | Cost | Estimated Timeframe |
|---|------|---------------------|
| Create job/candidate profile in coordination with City staff, job analysis, job advertisement and outreach  | \$   |                     |
| Resume receipt and review to include first cut and provide a letter/recommendation to the City Manager  | \$   |                     |
| Develop written questionnaires, questionnaire receipt and review, make final cut and provide a detailed letter/recommendation to the City Manager   | \$   |                     |
| For final candidates and in coordination with the City staff, organize a community 'meet and greet', develop and facilitate scenario-based exercise, develop interview questions and facilitate interview panel | \$   |                     |
| Any other related fees (travel, per diem, lodging, etc., all-inclusive costs)   | \$   |                     |
| <b>NOT-TO EXCEED AMOUNT</b>   | \$   |                     |

**OPTIONAL COSTS:** If there are additional services that you can provide that you feel the City may benefit from, please provide a description and cost for those services.

The City will issue a Purchase Order under the terms and conditions of this solicitation and the awarded proposal to complete the work. Should the Consultant require the City to sign an agreement, the Consultant shall submit a sample agreement in this section of the response.

## SUBMITTAL SIGNATURE FORM

The signature below is a guarantee that the proposer shall not withdraw his/her quote for a period of **ninety (90) days after the scheduled quote proposal due date**. **If notified of the acceptance of the submittal, the undersigned agrees to accept the form of contract designated in this RFP Quote by the City** for the stated compensation in the form as prescribed by the City.

The undersigned further certifies that he/she has read the Request for Proposal Quote, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this quotation is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

### Company Information

**Type of Organization (Please Check One):**

Individual Ownership \_\_\_\_\_ Joint Venture \_\_\_\_\_ LLC/LLP \_\_\_\_\_  
Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ OTHER \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**Is this a Florida Corporation:**  Yes or  No

**If not a Florida Corporation,**

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:**  "For Profit" or  "Not for Profit"

**Is it in good standing:**  Yes or  No

**Authorized to transact business in Florida:**  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

**Does it use a registered fictitious name:**  Yes or  No

**DBA (if any):** \_\_\_\_\_

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**SUBMITTAL SIGNATURE FORM**

Company Name \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail \_\_\_\_\_ Fax # \_\_\_\_\_

Print Name & Title of Firm Representative (Contact Person) \_\_\_\_\_

Print Name Of Person Authorized To Bind The Company \_\_\_\_\_ Date \_\_\_\_\_

Signature Of Person Authorized To Bind The Company \_\_\_\_\_

Do you accept Visa as payment for goods/services?  YES  NO

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**REFERENCES - CLIENT LIST – SUBMITTAL FORM**

**SUMMARY EXPERIENCE/QUALIFICATIONS/CLIENT LIST** (List similar projects, with completion dates showing experience) (At least three (3) in the past five (5) years).

1. Project Location: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Total Project Amount: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Total Project Amount: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Total Project Amount: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

4. Project Location: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Total Project Amount: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**FIRM NAME** \_\_\_\_\_

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**CONFLICT OF INTEREST SUBMITTAL FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I:**

I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position or Board)

I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_

Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

None of The Above

**PART II:**

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

**The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.**

**BUSINESS NAME:** \_\_\_\_\_

**NAME (PER AUTHORIZED TO BIND THE COMPANY):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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